

## I. GENERAL INFORMATION

### **Introduction to Sebek Elementary School Students and Parents**

Welcome back for the 2022-2023 school year! A special welcome goes to the new students at Sebek Elementary School this year and especially our incoming kindergartners who will graduate in 2035! We will have wonderful learning opportunities in our days together at Sebek Elementary School this year.

The purpose of this handbook is to help students and parents become familiar with the rules, regulations, and procedures that govern Sebek School. It is important that students and families take time to become familiar with the policies and procedures adopted by the Sebek School District. It is also important to note that this document is updated and revised each year, so reviewing it is necessary for success socially and academically this year. If you have any questions regarding information in this handbook, please feel free to call the school office to set up an appointment for clarification.

The community of Sebek has a strong sense of pride when it comes to educating its youth and modeling what it means to be a good citizen. In our building, we call this our “Trojan PRIDE.” We are proud of our learners, our teachers, and our staff, and we have high expectations for what can be accomplished when we work together to achieve our academic and professional learning goals. Teachers and support staff are dedicated to each individual student and his or her potential to master new skills. By providing authentic, quality learning, our school’s certified and support staff ensure student success. This success is driven by the importance of the family – school relationship. When communication is open and transparent between students, teachers, parents, and administration, the work done in Sebek School is even more powerful. Always with a focus on what is best for students, we look forward to working with your child and seeing him or her grow as a learner and become a strong contributor to our “global society” and showing Trojan PRIDE throughout the school year.

Sebek teachers and staff look forward to a year of academic growth for your student and live by our school’s mission “To educate our students to become responsible citizens and lifelong learners in a global society.” The staff at Sebek School works diligently all through the year to help create a safe, positive learning environment for each learner. Our whole school staff including custodial and kitchen support workers work every day to prepare the school grounds and building, along with our meals, so we can be healthy and productive in the important work we do as teachers and learners! When the school year kicks off, we will be ready to have our students continue to grow as learners, develop into better citizens, and create memories of times at Sebek Elementary School in the coming school year.

Go Trojans!

**PERSONNEL**

**BOARD OF EDUCATION**

Mr. Rodney Huttunen.....Board Chair  
 Mr. Charles Funk.....Vice Chair  
 Mr. Russell Johnson.....Treasurer  
 Mrs. JoAnn Olson.....Clerk  
 Mr. Nate Erickson.....Director  
 Mr. Eric Nelson.....Director  
 Mrs. Kayla Frame.....Director

**ADMINISTRATORS**

Mr. David Fjeldheim.....Superintendent  
 Mrs. Amie Westberg.....K-12 Principal  
 Mr. Jon Lillquist.....Dean of Students/Activities Director

**DISTRICT STAFF**

Mr. Thad Schulz.....Technology Coordinator  
 Mrs. Holly Paulson.....Business Manager  
 Mrs. Laura Kimball.....Assistant Bookkeeper  
 Mr. Frank Komppa.....Bus Supervisor  
 Mrs. Nicole Johnson.....School Nurse  
 Mr. Dale Williams.....Social Worker  
 Mrs. Rachel Kern.....K-12 Counselor

**KITCHEN STAFF**

Ms. Chris Burlingame.....Head Cook  
 Ms. Rebecca Fuller.....Cook  
 Ms. Johanna Fowler.....Cook  
 Ms. Laura Cusey.....Cook

**CUSTODIANS**

Mr. Jason Pierson.....Head Custodian  
 Ms. Lisa Wanderi.....Custodian  
 Mr. Tom Komppa.....Custodian  
 Mr. Greg Bernstetter.....Custodian  
 Ms. Vicki Makela.....Custodian

**OFFICE PERSONNEL**

Mrs. Dee Dykhoff.....District Secretary  
 Mrs. Heidi Mattson.....School Secretary

**ELEMENTARY INSTRUCTIONAL STAFF**

Mrs. Nicolle Ament.....Grade 5  
 Mr. Tanner Burgau.....Physical Education  
 Mrs. Kari Carlson.....Grade 1  
 Mrs. Raina Connor.....Grade 1  
 Mrs. Emily Crabb.....Kindergarten

Ms. Caroline Drury .....	Grade 2
Mrs. Sandy Fultz .....	Title 1
Ms. Jane Geiser .....	Special Education
Ms. Elizabeth Hillukka .....	Special Education
Mrs. Heidi Huotari .....	School Readiness/Preschool
Ms. Jordan Jenkins .....	Grade 3
Ms. Sherri Kaufman.....	Speech-Language Pathologist Assistant
Mr. Dave Kerkvliet.....	Band
Mr. Reggie Kiser .....	Grade 6
Mrs. Melissa Koch.....	Music
Ms. Tamara Kopacek .....	Special Education
Mr. Jeffrey Lake.....	Dev. Adaptive Physical Education
Mrs. Vicki Lake.....	Grade 6
Mrs. Ronnie Lee.....	Grade 4
Mrs. Annette Lillquist.....	Early Childhood/ECFE
Mrs. Jenny Lillquist.....	Grade 3
Mrs. Carol Lindroos.....	Interventionist
Mr. Jerome Meyer.....	Grade 5
Mrs. Nicole Oyster.....	Grade 2
Mrs. Katie Rasmussen.....	Title 1
Mrs. Ashton Seieroe .....	Art
Mrs. Alicia Strayer .....	Kindergarten
Mrs. Marissa Tumberg.....	Title 1
Ms. Donna Yliniemi.....	Media Specialist

**INSTRUCTIONAL SUPPORT STAFF**

- Ms. Jenna Ashman
- Ms. Cathy Baumgart
- Ms. Janelle Brockphaler
- Ms. Dawn Eitel
- Ms. Jada Hanninen
- Ms. Greta Hensel
- Ms. Becky Hoefs
- Ms. Nancy Huhta
- Ms. Ruth Johnson
- Ms. Tera Oakland
- Ms. Becky Pierson
- Ms. Lisa Soukup
- Ms. Tammy Warmbold
- Ms. Kendra Wattenhofer

Sebeka School ([www.sebeka.k12.mn.us](http://www.sebeka.k12.mn.us)) is online and sharing!  
**LIKE** us on Facebook and **FOLLOW** us on Twitter.



Sebeka Trojans



@sebekatrojans

### **SEBEKA PUBLIC SCHOOL VISION STATEMENT**

To provide and promote a secure and respectful educational environment that encourages the development of individual potential.

### **SEBEKA PUBLIC SCHOOL MISSION STATEMENT**

To educate our students to become responsible citizens and lifelong learners in a global society.

### **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY POLICY**

The educational program of Sebek Independent School District #820 has sought to provide equal educational opportunities for all. Sebek School District #820 is in compliance with current state and federal statutes and regulations and is in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction and affirms that it will not discriminate on the basis of sex, race, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status or disability in the following areas: access to course offerings, curricular materials, counseling practices, extracurricular activities, use of school facilities or employment practices. This policy supports the District's good faith efforts to comply with Title IX of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Inquiries regarding compliance with this policy may be directed to the Superintendent at Sebek School District #820, 200 1<sup>st</sup> Street NW, P.O. Box 249, Sebek, Minnesota 56477, telephone number (218) 837-5101 or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Any student who feels he/she has been discriminated against on the basis of sex by the school district or its employee may file a formal complaint to the Principal. Forms for this complaint may be obtained in the District office.

### **NONDISCRIMINATION**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, of age in its programs and activities. The school board has designated Superintendent David Fjeldheim as the human rights officer to handle inquiries regarding nondiscrimination.

### **PARENTS RIGHT TO KNOW**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following: 1) Whether the teacher has met qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) Whether the teacher is teaching under emergency or another provisional licensing status through which state qualifications or licensing criteria have been waived; 3) The baccalaureate degree major of the teacher and any other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree; 4) Whether the student is provided services by paraprofessionals and, if so, their qualifications. In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

According to [MN Statute 121A.30](#), school districts must notify parents of pesticides that are applied to schools. Subd. 2. **Pesticide application notification.** A school that plans to apply a pesticide which is a toxicity category I, II, or III pesticide product, as classified by the United States Environmental Protection Agency, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parents and employees that it applies such pesticides. The notice required under subdivision 3 must:

(1) provide that an estimated schedule of the pesticide applications is available for review or copying at the school offices where such pesticides are applied;

(2) state that long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood;

(3) inform parents that a parent may request to be notified by the school in the manner specified in subdivision 6 before any application of a pesticide listed in this subdivision.

Subd. 3. **Notice; timing; distribution.** The notice must be provided no later than September 15 of each school year during which pesticides listed in subdivision 2 are planned to be applied. The notice may be included with other notices provided by the school but must be separately identified and clearly visible to the reader.

### SCHOOL HOURS

Students should arrive at school between 8:00 - 8:15 AM. We offer breakfast in the classrooms for preschool through 6th grade and would ask that students who eat breakfast arrive promptly at 8:00.

The dismissal schedule for the elementary is as follows:

Preschool:	
Morning	8:00 - 11:00
Afternoon	12:00 - 3:00
K - 6 walkers	3:05
Kindergarten	3:03
Grades 1 & 2	3:04
Grade 3	3:05
Grades 4 & 5	3:06
Grade 6	3:07
Buses leave	3:17

Students should leave the school grounds/board the buses immediately upon being dismissed unless they are participating in a school-sponsored activity.

### EMERGENCY CLOSINGS

The superintendent (or other authorized personnel) is empowered to close the school or to dismiss students early in the event of hazardous weather or other emergencies that threatens the safety or health of students or staff members. Information regarding an emergency closing will first be announced using our school's alert system where phone calls will be made to phone numbers (home and cell phones) that are on file in our computer system.

The following local stations will also be notified:

**TV:** KCCO/KCCW, KSAX, KARE 11, KMSP, KVLV, KVRR and WDAY

**Radio:** KPRM - AM 870, KDKK - FM 97.5, KWAD - AM 920, KKWS - FM 105.9, KSKK - FM 94.7, KTIG - FM 102.7

\*The school uses an Instant Alert System to notify parents by phone or email about any changes in the school day as it is fast, efficient, and effective. It is the parent/guardian's responsibility to keep phone numbers, contact information, and emergency information up to date in the school's computer system.

### DISMISSAL DURING THE SCHOOL DAY

When picking up a child during school hours, please notify the school office (837-5101) as early as possible in the day. Parents/guardians are also asked to come to the office to pick up your child; the student will be called out of class by our office staff. Calling or texting your child to come to the office can be a disruption to the class and does not follow our procedure for student checkout. Please do not ask us to send your child home from school unattended. A parent or other authorized person must pick up students at school before we release them. This regulation is for the safety of your child.

We would ask that parents/guardians call into the office by 2:30 each day if there are changes for transportation. To ensure the safety of your child and reduce any kind of anxiety, we would want to communicate any changes to

end-of-the-day plans to your child and his/her teacher as early as possible. Students would also be discouraged from calling parents/guardians after this 2:30 time to change plans. Thank you in advance for honoring this 2:30 time.

### **MORNING ARRIVAL TO SCHOOL**

Parents and families dropping off students are encouraged to arrive as close to 8 o'clock as possible. We would encourage parents not to drop off their children before 7:45 in the morning. Students are asked to remain in the commons until the first 8 o'clock morning bell rings.

### **COMMUNICATIONS**

Frequently parents find it beneficial or necessary to communicate with school personnel concerning their child. As a general rule, your child's classroom teacher can best respond to questions concerning the student's progress, work to be completed or relationships with peers. Please contact teachers via their school email address (@sebek.k12.mn.us) as this is the most efficient way to communicate during the school day. Teachers may also be contacted via phone but our system will only allow voicemails to be left during school hours due to the importance of our teachers working with students every minute possible. If you wish to meet with a teacher, please send an email to the teacher to arrange a time.

Questions of a more general nature might best be answered by Heidi Mattson, School Secretary. Mrs. Amie Westberg K-12 Principal, or Mr. David Fjeldheim, Superintendent, invite any questions that might be more appropriately directed to them. Please call 837-5101 and your question or concern can be directed to the appropriate person.

A school lunch calendar will be sent out each month along with a weekly calendar of upcoming events. This information is also available on our school's website at <http://www.sebek.k12.mn.us/>

### **SCHOOL WEBSITE**

Our school's website is a wealth of information for parents, students, and the community. It shares all of our important school calendars, our online grading system (Infinite Campus) and daily events. It links to teachers' websites, important forms, our school's Facebook and Twitter pages, and shares the daily menus for breakfast and lunch. We pride ourselves on this resource and ask that our families, parents, and students utilize it as a first place to get clear accurate information.

### **TEACHER WEBSITES**

Sebek teachers are asked to update their classroom website each week with important classroom information, assignments, lesson plans, etc. Please utilize this tool as a resource for questions related to class work and teacher expectations.

In order to access our teachers' websites, go to our school's website ([www.sebek.k12.mn.us](http://www.sebek.k12.mn.us)) and click on the *Elementary* tab followed by *Assignments* **OR** look at the *Quick Links for Students* and click on [Teacher Websites for Elementary](#).

### **LOCKERS AND LOCKS**

Your locker, property of the school, is used to house your textbooks, school materials, and any coats or other outdoor garments. The school WILL NOT be responsible for money or other valuables that are left in lockers.

Your locker is subject to periodic inspection for cleanliness and may be entered by the Principal or the Principal or his/her designee at any time. The only items allowed to be attached by magnet to the locker, either on the inside or outside, are to be for school-related activities – **NO EXCEPTIONS**. Lockers will be inspected every winter and spring for damage. Students will be responsible for damage to their locker as determined by the administration.

No lock is to be placed on your locker unless it is obtained from the school. (Note: Unauthorized locks may have to be removed in such a manner as destroys the lock. In this event the school or its officials are not liable for the cost of that lock.)

Lockers will be assigned to students by the office or by teachers on the first day of school.

### PLEDGE OF ALLEGIANCE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students on the proper etiquette, display, and respect for the flag. The purpose of the pledge of allegiance policy # 531, in the school's policy manual, is to provide for the recitation of the pledge of allegiance instruction daily to help further that end.

### EMERGENCY INFORMATION

Emergency information is required to be completed by a parent/guardian for all students. At the beginning of the year, parents/guardians may be asked to verify emergency information already in our computer system. **If there is a change in any information during the school year, it is the responsibility of the parent to notify the school as soon as possible.** - If the parent/guardian cannot be reached, the emergency information in our computer system will be utilized.

### VISITORS

With a goal to keep students focused on academics and their best learning, we value the importance of having volunteers and visitors in the classroom. Parents and caregivers are welcome to visit the Elementary School with the classroom teacher and administration's approval. When visiting your child's classroom, please communicate with your child's teacher in advance to confirm and arrange for a date that best matches the needs of both the teacher and the classroom overall. Visitors may also need to be approved by administrative discretion depending on the time of year and school activities planned. All visitors, upon their arrival, are required to report to the school office. All visitors will wear a visitor sticker.

### ELECTRONIC DEVICE POLICY: CELL PHONES, AIR/EAR BUDS AND MUSIC DEVICES

Cell phones and other electronic devices are not allowed in classrooms during the school day. If students bring cell phones to school, they must leave them in their lockers. These items can and will be confiscated by staff members, taken to the office, and returned at the end of the day. Continual problems with the devices listed above will result in the need for parents to reclaim the item from the school office.

Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audio-taping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone found on school property if they violate our school policy of no cell phones in classrooms, bathrooms or locker rooms.

Students may not bring in a cell phone, ipad, ipod or pda for the purpose of taping a class or classroom teacher with the intent to put the teacher or another student on the internet or any other public displays where embarrassment or ridicule is inevitable. Such action will result in immediate suspension or if necessary expulsion

If a violation occurs :

- **1st offense:** Device will be collected by the teacher and returned at the end of the class period and the student will be assigned 30 minutes of detention
- **2nd offense:** Device will be brought to the Dean of Students or Principal and returned at the end of the school day and a disciplinary report will be filed. The student will be assigned 1 hour of detention.
- **3rd offense:** Device will be given to the Dean of Students or Principal and a phone call will be made home for parents to pick up the device along with another disciplinary report filed. The student will be assigned 1 and a half hours of detention.
- **4th offense or more:** Decision made by administration which may include, in-school suspension, or banning the device from school altogether.

### USE OF SCHOOL TELEPHONE

Students are allowed to use the telephone in case of sickness, injury or other school business. Students are encouraged to use the school office telephone in order to make these phone calls.

## GENERAL POLICIES

The school may charge for lost or destroyed textbooks, workbooks or library material. Students need to remember textbooks and library materials are the property of the Sebeka School District.

Personal possessions and lockers may be searched when reasonable suspicion or evidence of a violation of school rules or the law exists.

Pets brought into the school for show and tell purposes must be accompanied with verification and proof of shots for rabies vaccination and distemper vaccination. No pets younger than 12 weeks old are to be brought into the school.

## CAFETERIA SERVICES

The goal of the Sebeka School District 820 Food Service Department is to provide nutritious meals to students to promote healthy eating habits and enhance learning. It is the policy of Sebeka Public School District 820 to offer breakfast and lunch to PreK-12th-grade students that meet state and federal guidelines. These meals are planned and prepared by our qualified kitchen staff. Weekly menus are listed in the *Review Messenger* and on the school website <http://sebeka.k12.mn.us/>. Students may choose white, chocolate, or 1% milk to drink (lactose-free milk is available to those with allergies). This option is also available to children who bring lunch from home. Free milk is provided to students in grades K-3 for a daily milk break. Students in grades K-2 will receive free breakfast served in their classrooms in the morning between the designated serving time of 8:00 a.m. and 8:20 a.m. 3rd-6th-grade breakfast, also free, will be served in the lunchroom in the morning during this same window of time. Exceptions will be allowed for students with a late bus arrival. We ask that students do arrive promptly at 8:00 in order to begin their breakfast time.

Educational benefits applications that help students to receive free/reduced lunch are mailed out before the school year starts. The forms should be returned before the first day of school so students will be assured of a free/reduced lunch. Due to legislation changes, we will no longer be able to provide free lunch for all students.

## NOTIFICATION OF ACCOUNT STATUS

1. Families can check their student's meal account balance via Infinite Campus.
  - The Business Office will send a monthly statement of the account balance to all parents with low account balances advising them of the student meal account balance(s).
  - Families can contact the Business Office 218-837-5101 ext. 121 for account balances.
2. The student/family will be notified via phone call when the account has a balance of \$10.00 or less.
  - Food Service Department will encourage parents to complete the free/reduced-price meal application.
  - An email reminder is sent to parents requesting a payment when student accounts do not have adequate funds.
  - A second request for payment is sent if parents have not responded to the first request.
  - A letter/invoice is sent via US Post to the household requesting payment.
  - NSF checks will follow the district "bad check" policy as posted in the Business Office

## CHARGE POLICY

If the student account is less than adequate to pay for breakfast and/or lunch, and the student has not brought a lunch from home, accounts will continue to accrue the cost of each meal served to the child.

- All students will be provided a requested meal regardless of meal account status. While the district is under no legal obligation to do so, we believe that this is in the best interest of the student.
- Students will not be allowed to charge ala carte items.

## COLLECTION OF UNPAID MEAL DEBT

All students requesting a meal will always be served a meal regardless of unpaid foodservice accounts. When a student has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The "cash in hand" will not be applied towards past due balances

If the negative student meal balance reaches \$30.00 or more, the following collection actions will be taken:

- The Business Office will contact the household to request payment.



- The Business Office will contact the Principal if no payment is received. The Principal will contact the parent/guardian to determine an appropriate solution.
- The Principal or their designee will contact the family and review with them their responsibility to provide meals for their student.
- If parents refuse to provide meals or pay for school prepared meals for their children, assistance from the Social Services may be requested by the school for possible neglect.
- The expectation is all fees owed to the District will be paid in full on the last day the student will be attending classes.

In general, well-mannered conduct should guide the student's behavior at all times in the cafeteria. Listed below are some rules and the cafeteria procedure which will help ensure appropriate conduct and an orderly lunch period.

### **STUDENT BEHAVIOR in the CAFETERIA**

1. Students should enter the cafeteria quietly and orderly.
2. If students talk in the lunch line, it is to be done quietly, showing respect and politeness to all, including the cafeteria staff and volunteers.
3. Students must be patient while waiting to be served. A single file line must be maintained.
4. No food may be brought back through the food service line once it has been purchased. Students are allowed to have seconds from the salad bar.
5. Students must be seated at a table when eating. Once elementary grade students are seated, there is to be no leaving your seat without permission.
6. Students should refrain from shouting across tables.
7. Students must remove trash from tables, chairs and the floor, and wipe spills that may happen.
8. Throwing food or other objects is not allowed.
9. Running, excessive noise, "horseplay," or other disruptive behavior is not allowed. All unacceptable behavior will result in disciplinary procedures, which may include removal from the cafeteria for a specified time period.

### **LUNCH CARDS**

Students will be issued a lunch card that will be used to pay for meals. Students will use have their cards scanned as they go through the lunch line and their accounts will be charged.

### **LOST AND FOUND**

Each year mittens, snow pants, sweaters, caps, and boots are turned in and never claimed. Please mark ALL removable clothing with the student's name in permanent ink or tape securely sewn in place. Lost articles may be picked up at the school office or in the lost and found area. Please report any lost article promptly.

### **SURVEILLANCE CAMERAS**

Sebeka School, for the purpose of safety for all, is equipped with surveillance cameras throughout the building and school grounds. Cameras are monitored by administrative staff. Cameras can and will be used for investigative purposes when necessary.

### **FOOD-BORNE ILLNESS / PARTY POLICIES**

Halloween may be observed by the wearing of costumes. A classroom fall party or activity may be held on in the final days of October. Christmas and Valentine's Day are celebrated with a class party. To avoid possible food-borne illnesses, all treats served at school must be commercially prepared and packaged. School policy prohibits the serving of homemade treats to ensure the safety of each child.

## **VENDING MACHINES**

Food vending machines are located in our school building but are not accessible to our preschool through sixth-grade students during the hours of the school day. Elementary students are allowed to purchase items from the vending machines after school hours only.

## **FOOD AND POP IN SCHOOL**

As per adopted our school's health and wellness policy, consumption of pop (and other sugary beverages) and food (including candy) are discouraged during the school day. Pop and food are not allowed in classrooms. Students may have water in the classrooms unless a teacher disallows it. If pop or food is brought into the classroom or the lunchroom, it may be confiscated by the teacher or staff member and not returned.

## **FIELD TRIPS**

Field trips provide concrete learning experiences, pupil planning in real-life situations and opportunities for training in courtesy, safety and good citizenship. These trips also stimulate interest in the community. When a class plans a field trip that requires bus transportation, parents will be provided with a Parent Permission Slip with information specific to that field trip. Students must return the slip signed by parent/guardian giving permission to go with the group. A signed permission slip for class trips that do not require transportation will be requested for each student at the beginning of the school year.

## **FIRE DRILL/ALICE DRILLS/TORNADO PROCEDURE**

Fire drills will be held at least *five* times per school year. When the alarm sounds pupils and teachers will leave the building immediately. Students should become well acquainted with the procedure for fire drills. Follow the instructions of the teacher. Leave your books on your desk. Walk rapidly to your designated location, do not run. Regard a drill as a serious matter. The state legislature placed into law that schools will also practice *five* ALICE drills (lockdown drills) and *one* tornado drill yearly. Teachers practice these procedures and discuss appropriate behaviors with students at the start of the school year.

## **HEALTH SERVICES**

Sebeka Public School employs a contracted RN, who is responsible for carrying out activities of the Health Office. The goal of the Health Office is to promote good health and prevent illness for students and staff. The following policies/procedures have been established by District 820:

### **1. PUPIL HEALTH RECORDS**

The school health record is an official document and is required for each student attending school. It is kept in the Health Office. Health information pertinent to each student is included such as immunization records, results of screenings, health assessments, health information which may affect the ability for learning and/or which may result in an emergency at school and the plan for which to meet the student's health needs.

### **2. ATHLETIC PHYSICALS**

Students who plan to participate in co-curricular athletic activities are required to have a sports physical exam (within the past 3 years) before the start of each activity's season. All students in 6<sup>th</sup> and 9<sup>th</sup> grade are strongly encouraged to have a physical examination.

### **3. SCREENING**

**Vision/Hearing:** Vision/Hearing screening is conducted according to the guidelines of the Minnesota Department of Health for students in 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grades. Students who do not pass are re-screened. Referrals are sent to parents of those students who do not pass the re-screen.

**Preschool:** Children attending School Readiness/Preschool are required to have a developmental screening completed by Public Health before attending Preschool. Contact Public Health at (218) 631-7629 or 1-888-883-0351 to schedule Early Childhood Screening.

### **4. ILLNESS**

When a child is absent due to illness, parents are asked to notify the school office each day that they are absent. A written note stating the reason for absence is required for the absence to be considered excused.

General guidelines to be used when to keep your child at home due to illness:

- If a student has had a fever of 100 or more, the student should stay home for 24 hours after the temperature returns to normal.
- If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school

If a child develops a fever or shows other signs of illness during the school day, a parent will be contacted so he/she can be picked up. If the parent/guardian cannot be reached, information completed on the Emergency Card will be utilized.

Emergency information is required to be completed by a parent for all students. If there is a change of any information during the school year, it is the responsibility of the parent to notify the school.

If a child contracts a communicable condition/illness, parents are asked to notify the school nurse to monitor possible health trends. In addition, parents of students in the same classroom can then be cautioned so that early detection of the disease can be identified to prevent its spreading throughout the classroom.

## **5. CHRONIC HEALTH CONCERNS**

Students diagnosed with chronic health conditions (i.e., diabetes, asthma, seizures, heart conditions, allergies, etc) should provide the school with a physician's summary of the condition and any special instructions and limitations related to school activities. Students with health concerns are listed on a confidential Health Concerns and Plans List that explains the individual health plan at school. It is distributed only to those school personnel working with the student.

## **6. MEDICATION ADMINISTRATION DURING THE SCHOOL DAY**

Parents shall notify the school nurse, secretary, principal or teacher of their child requesting medication to be administered during school hours. Whenever possible, the medication should be given at home and every effort should be made to avoid school hours. Medication administered during the school day shall be supervised by the Licensed School Nurse and may be administered by designated school personnel.

All medications administered during the school day require proper authorization. All written medication authorizations are effective for the current school year only and must be renewed each year. For safety purposes, an adult must bring all medications to the school. (If there is a reason this is not possible, please contact the school nurse.)

Medications will be kept in a locked cabinet, file, or drawer, with the exception of emergency medication and for those students who need to self-administer, such as asthma inhalers. Physician orders for those students will be kept on file in the health office. Other exceptions will be reviewed by the school nurse on an individual basis.

## **7. PRESCRIPTION MEDICATION**

The following is required for the administration of prescription medication during the school day:

- Written authorization from the child's physician – "Consent for the Administration of Prescription Medication" form is available in the health office
- Written permission from the parent – sign the parent portion of the medication form.
- Medication must be brought to school in a pharmacy-labeled bottle or in the original container that it was purchased. If needed, a duplicate bottle may be obtained from the pharmacist to be kept at the school.

A written statement signed by the physician and parent may also be accepted. The physician's orders must include the name, dose and time of the medication to be administered and the reason for medication at school. The pharmacy-labeled bottle shall list the student's name, name of the medication, dosage and time to be administered, name of the physician and name/telephone number of the pharmacy.

The parents of the student shall assume responsibility for informing the school nurse of any changes in the student's medication. Medication dosage changes must be prescribed and documented in writing by the physician. When circumstances warrant, the physician may provide verbal medication orders or changes of dosage to the school nurse only. Verbal orders must be followed by written authorization within two school days.

## **8. NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATION**

Requests for the administration of non-prescription medication to students during the school day will be considered on an individual basis, case-by-case. Non-prescription medication will be kept in the health office for students who may need them more than one time per month.

Non-prescription medication administered at school will be limited to the following:

Pain Relievers/Fever Reducers (Acetaminophen: Tylenol, Generic Pain Reliever, etc.), Nonsteroidal anti-inflammatory drugs (Ibuprofen, Advil, Motrin, etc.), Cough/Cold Substances, Cough drops/Throat lozenges.

The following is required for the administration of **non-prescription** (over-the-counter) medication:

- Written permission from the parent. – “Consent for the Administration of Non-Prescription Medication” form is available in the health office
- Non- Prescription medication must be brought to school in the original container that it was purchased in and must be administered in a manner consistent with the instructions on the label. Medication received in an unlabeled bottle, foil wrap, saran wrap, or envelope, etc. will not be administered.

The school nurse may request a physician order for non-prescription medication or further information about the medication from the student's physician at their discretion.

Non-prescription medications are encouraged to be kept in the health office and not to be carried by the student.

## **9. IMMUNIZATIONS**

Minnesota Statutes Section 121A.15 required that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and chicken pox (Varicella) allowing for certain specified exceptions. Forms are available in the Health Office to be signed by the parent and Notary Public for those students who are exempt from immunizations.

Prior to entering Kindergarten, the following immunizations are required:

- Diphtheria Pertussis Tetanus (DTP) series completed with the 5<sup>th</sup> booster
- Polio series completed with the 4<sup>th</sup> booster
- Measles-Mumps-Rubella (MMR) – 2 doses
- Hepatitis B series of 3 immunizations
- Varicella (chicken pox) – Date of *two* immunizations.

Immunizations need to be up-to-date before the first day of school or before entering School Readiness/Preschool.

## **10. LICE POLICY**

If untreated nits or live lice are detected on a student the parent will be notified.

**Students who are feeling ill are expected to visit the school nurse before making calls or sending messages home to parents. The school nurse will make contact with parents/caregivers to explain the symptoms, to share recommendations, and make a plan together in the best interest of the student.**

School Health Policies are available in the office upon request. Additional health information is available online at [www.sebeka.k12.mn.us](http://www.sebeka.k12.mn.us)

### EARLY CHILDHOOD SCREENING

In an effort to guarantee that ALL young children in Minnesota are well equipped and ready for learning, the Minnesota Department of Education has mandated that all children entering Preschool and/or Kindergarten are required to have completed Early Childhood Screening (ECS). ECS is completed between the ages of 3 - 4 years old. Parents are notified to set up an appointment after the child turns 3 years old.

Screening is designed to evaluate the current development of children and, if needed, suggest resources to assist your child in preparation for kindergarten. If a child is enrolled in a Head Start Program or was screened in another community, it is not necessary to attend this screening. However, the results need to be forwarded to the School District. If you have any questions, please call the School Nurse at 837-5101, Ext. 129.

### STUDENT DRESS CODE

The Sebeka School District recognizes the school as a place of learning where the dress of employees and students should be attire-appropriate for a quality workplace. The Sebeka Public Schools encourage students to take pride in their attire at school. The dress and grooming of students become the concern of the school if it causes disruption of the educational program or is offensive or inappropriate to others. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of others. **A student whose outfit makes a staff member uncomfortable may be asked to change.** The following guidelines apply to students during regular school hours.

The following dress and grooming items are prohibited:

- Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Accessories that can be used to harm self or others, such as safety pins or spiked collars.
- Clothing articles that cause undue school maintenance problems, such as metal shoe cleats or work boots that cause excessive floor-marking, or trousers or overalls with metal rivets and/or chains, buttons, or buckles that scratch furniture should be avoided.
- Students will wear shoes in school at all times unless instructed to the contrary by a teacher for a specific reason.
- Students are not allowed to wear caps/headgear during the school day (sweatshirt hoods are included in this handbook policy language). Hats will be removed upon arrival at the locker and before arriving at breakfast. Hats will be placed in the locker and may be put on when leaving the building after the school day. Hats and other headgear can and will be confiscated by staff members, taken to the office, and returned at the end of the day. An exception would be pre-approved designated days as requested by the Student Council or other fundraising efforts pre-approved for class trips, etc. Exceptions may also be made for religious and medical reasons.

Consequences for Wearing Inappropriate Clothing:

- 1st Offense - Record of Offense, T-shirt to cover, Collection of accessories, Student is notified
- 2nd Offense - Record of Offense, Letter home, T-shirt to cover or sent home
- 3rd Offense - Record of Offense, Detention as assigned, T-shirt to cover or sent home

After the third offense within one semester, the student behavior will be considered as insubordination.

Due to persons with allergies and other respiratory problems, perfumes, colognes, cosmetics, and other aromatic products must not be misused.

When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy. If there is a disagreement regarding the appropriateness of a student's personal appearance, a meeting will be held with the student, parent/guardian, administration, and counselor.

### **WINTER CLOTHING**

During winter weather, students must wear warm winter clothing. Young children especially need help to dress warmly. Each day of school, we have an outside recess period of about 30 minutes. We will use the wind chill chart when determining whether the students will stay indoors or go outside so hats, mittens, and scarves are a necessity. Our playground is not always free of snow, so warm, water-resistant boots are necessary! These boots should be removed and replaced with dry shoes upon entering the classroom. Students must have snow pants to play in the snow. Students who do not have boots and snow pants will be required to stay in restricted areas where the snow has been cleared. The school office will not provide hats, mittens, or boots, so students will need to bring these from home.

If parents need assistance in supplying a child with warm clothes, please contact the school office. With your help, we can make recess time enjoyable for every child. We closely monitor grades PreK - 3 to be sure they are dressed properly before going outside. However, by the time a student is in 5th grade, we feel they are responsible enough to carry out parents' wishes regarding their winter dress.

## **II. ACADEMIC INFORMATION**

### **INSTRUCTIONAL MATERIALS**

Students attending elementary school are furnished with all the necessary textbooks and workbooks. Personal items such as pencils, colors, pens, etc. should be purchased for each child. Supply lists are given out at the end of the school year so supplies may be purchased at your convenience during the summer. Anyone in need of a supply list can get one in the office.

### **PARENT-TEACHER CONFERENCES / REPORT CARDS**

Parent-Teacher conferences are held twice a year - once in November and again in February. This contact gives parents/guardians and teachers a chance to discuss the child's growth and plan cooperatively to meet his or her needs. Parents are encouraged to ask for additional conferences at any time. Conferences usually result in a better understanding and an improved relationship between home and school.

Report cards for each grade are issued four times a year. School Readiness/Preschool report cards are issued two times a year.

### **MINNESOTA COMPREHENSIVE ASSESSMENTS (MCAs)**

As a requirement of Minnesota's Department of Education, our school gives the Minnesota Comprehensive Assessments (MCAs) each spring to students in our school district. Students in 3rd through 6th grades are assessed each spring in the subjects of reading and math. The 5th grade is also assessed in the area of science in an MCA. According to M.S. 120B.31, Subd. 4a, which requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessment, the Commissioner of the Minnesota Department of Education (MDE) developed a form for parents to use to exercise the right to opt-out of these assessments. The form can be located at the end of the elementary school handbook, our school website, or in the school counselor's office. Questions about MCAs should be directed to the school counselor or to school administration.

### **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations see appendix link in the back of the handbook. A complete copy of the school district's "Student Surveys" policy may be obtained at the district office.

## **TARGETED SERVICES SUMMER SCHOOL AND EXTENDED YEAR PROGRAM**

The Elementary School offers extended hours to students who qualify for additional help after school. The sessions will run from 3:00 to 5:10 P.M. on Tuesdays and Thursdays starting in October and concluding at the end of April. Students will work on a variety of skills and concepts that they have not yet mastered or they need to review. Summer School Targeted Services opportunities will also be available in July.

### **LIBRARY/MEDIA CENTER**

Students in grades K-6 visit the Media Center with their class every week. They are able to check out books and take them home for 30 days. Students are limited to areas of the library and number of books they can check out depending upon their grade. If a parent has a special request regarding books a student chooses to take home from the library, they may send a note to our librarian and a note will be placed in their record.

Students who lose or damage a book will be billed for the cost of the book. Please contact the library if you have any questions regarding lost books or to arrange payment. We want our students to read and do not want fines or bills to become a hindering factor.

### **MUSIC**

All of the elementary music classes meet every other day for 25 minutes. The classes focus on grade-specific singing, rhythm, music theory, composers, composing, critical listening, and playing both pitched and non-pitched Orff instruments. The fourth-grade students learn how to play the soprano recorder. A Christmas and Spring Music Program are performed each year, free of charge and open to the public.

### **INSTRUMENTAL MUSIC**

Students in Grades 5 and 6 have the opportunity to participate in Elementary Band. It is highly recommended that you start in 5th grade in order to follow the band curriculum. Once a week, you will receive small group instruction during the school day and full band rehearsal with all of the band students in your grade. The Elementary Band program is a prerequisite to the Junior and Senior High Bands.

### **ART**

The Elementary Art program creates, for each class, learning situations that focus on:

- K - 3 Elements of Art
- 4 - 6 Principles of Design

This is accomplished through the study of four disciplines: Aesthetics, Art Criticism, Art History, and Art Production in all grade levels.

### **PHYSICAL EDUCATION**

Lower elementary students spend time on basic movement skills, interacting with fellow students in basic game situations and developing proper ball skills at the starting level.

The program in the upper elementary is designed to enhance skill development, to promote positive behaviors towards physical fitness and to stress sportsmanship, knowledge, and strategies of team sports and social development. Individual, team and dual activities are used to develop these skills. Introduction of rules and skills are stressed first with a lot of time for practice. We then incorporate those rules and skills into full participation and activities.

We will be using and implementing fitness standards for our entire physical education program. An individual plan will be available to all students to help with this graduation standard. Students need to have tennis shoes for inside gym periods. These shoes should be left in school. Please check these shoes to make sure they do not leave black marks on the floors, either in the gym or the rest of the school. Shoes with this type of sole should not be purchased.

### **EXCUSED FROM PHYSICAL EDUCATION**

If a student needs to be excused from Physical Education, a note is required from the student's parent/guardian requesting this. Include any information from your family physician that will help us in handling the situation correctly. In most instances, it would be helpful to give us your doctor's telephone number or get written instructions that could be passed on to the teacher.

### **TRACK AND FIELD DAY**

Elementary Track and Field Day is usually held in mid-May. The Physical Education teacher organizes the events for the students and prepares the student in advance for both the running events and the field events. Parents are invited to come and watch and may be asked to volunteer to help.

### **SCHOOL COUNSELOR**

The elementary years are a time when students begin to develop their academic self-concept and their feelings of competence and confidence as learners. They are beginning to develop decision-making, communication and life skills, as well as character values. It is also a time when students develop and acquire attitudes toward school, self, peers, social groups and family. Comprehensive developmental school counseling programs provide education, prevention and intervention services, which are integrated into all aspects of children's lives. Early identification and intervention of children's academic and personal/social needs are essential in removing barriers to learning and in promoting academic achievement. The knowledge, attitudes, and skills that students acquire in the areas of academic, career and personal/social development during these elementary years serve as the foundation for future success.

Elementary school counselors are professional educators with a mental health perspective who understand and respond to the challenges presented by today's diverse student population. Elementary school counselors don't work in isolation; rather they are integral to the total educational program. They provide proactive leadership that engages all stakeholders in the delivery of programs and services to help students achieve school success. Professional school counselors align with the school's mission to support the academic achievement of all students as they prepare for the ever-changing world of the 21<sup>st</sup> century. This mission is accomplished through the design, development, implementation, and evaluation of a comprehensive, developmental and systematic school counseling program. The American School Counselors Association National Standards in the academic, career and personal/social domains are the foundation for this work.

The school counselor implements the counseling program by providing:

#### **School Guidance Curriculum**

- Academic support, including organizational, study and test-taking skills
- Goal setting and decision-making
- Career awareness, exploration, and planning
- Education on understanding self and others
- Peer relationships, coping strategies, and effective social skills
- Communication, problem-solving and conflict resolution
- Substance abuse education
- Multicultural/diversity awareness

#### **Individual Student Planning**

- Academic planning
- Goal setting/decision- making
- Education on an understanding of self, including strengths and weaknesses
- Transition plans

#### **Responsive Services**

- Individual and small-group counseling
- Individual/family/school crisis intervention
- Conflict resolution
- Consultation/collaboration



- Referrals

### **System Support**

- Professional development
- Consultation, collaboration and teaming
- Program management and operation

Within this work with students, respect and privacy are of the highest priority. It is important that students have a private and trusting environment to share personal issues. Because of this, confidentiality is considered a must in the counseling office. However, there are certain limits to confidentiality. All counselors and school personnel are considered mandated reporters under the Minnesota child abuse laws. The school counselor adheres to the responsibility of taking appropriate action should there be indications of a potential threat of harm to self or others. Parents are encouraged to be an active participant in their student's education and are welcome to call the counselor at any time with concerns or questions about their student.

### **STUDENT SUPPORT SERVICES/SPECIAL EDUCATION**

Sebeka School District #820 provides a variety of support services to students. These services include special education programs, school social work, and psychological services.

Our elementary has several special education teachers, an educational speech-language pathologist, adapted physical education instructor, school social worker and other diagnostic and therapy specialists from Freshwater Education District who provide assessment, instruction, and related services to students with disabilities. To be eligible for these services a student must be evaluated and found eligible for, and in need of, specially designed instruction and support as defined by the State of Minnesota.

Sebeka School Readiness/Preschool program also has additional Early Childhood Special Education (ECSE) services and support through Freshwater Education District.

Most of the students with disabilities are in general education classes for much of the day and receive special education instruction and related services within the general education setting through inclusion, or in a resource room.

Some special education services are provided cooperatively with neighboring school districts. Transportation is provided when it is necessary to place a student with a disability in a special program in a neighboring district.

The school psychologist works at all grade levels. This person is a specialist in assessing a student's functioning in several areas and assisting child study teams in identifying students with disabilities, as defined by the law.

The school social worker also helps in the process of assessment of students with possible disabilities. He/She is available to work with a student's social, emotional and behavioral concerns, do parent counseling, and teacher consultations. This individual also acts as a liaison between the school and other community agencies working with a child or family. This person is a primary resource on matters of child abuse and neglect.

The district considers the names and birthdates of students eligible for special education as directory information and will share the information with the Minnesota Department of Human Services to determine which students are currently enrolled in a Minnesota Health Care Program. If a parent/guardian does not wish for directory information to be shared, the parent can contact the administrative secretary in the office.

### **SPELLING BEE**

The Sebeka Spelling Bee is an annual academic contest that leads to the regional Lakes Bee in Staples and the Scripps National Spelling Bee in Washington, D.C. Students in grades 3 and 4 compete in a Junior Division. Students in grades 5 – 8 compete in the official Sebeka School Spelling Bee. The champion of the official spelling bee goes on to compete at the Lakes Bee which is sponsored by Sourcewell.

### **MATH MASTERS**

Math Masters is a program where fourth, fifth and sixth-grade students are eligible to compete against other schools. To qualify for this program, the math teachers in these grades look at the student's past MCA math scores, classroom math test scores, and the yearly selection test from the Math Masters program. At the Math Masters competition, students participate in multiple rounds such as fact and drill, individual rounds, and team rounds. A team consists of five people for the competition.

### **EARLY CHILDHOOD**

The Early Childhood Family Education (ECFE) program strives to strengthen families through education and support for all parents, and by providing support for children in physical, intellectual, social and emotional development during the important early childhood years. Classes meet throughout the school year in one and a half to two-hour sessions, with both child and parent attending. Classes are divided by age from infants to five-year-olds.

Sebek also provides the School Readiness/Preschool Program "Little Trojans" for children ages 3-5. This is an opportunity for the child and their parents to prepare for entrance into school. During this program children ride the bus, attend classes in the early childhood room to learn personal social skills, language, literacy, work on physical development including small and large muscle skills, math skills, explore science and sensory activities and understand the rules and routines of the classroom and school. Additionally, preschoolers learn the locations of the Sebek art room, music rooms, media center, physical education gyms, washrooms, office, and kindergarten rooms.

### **COMMUNITY EDUCATION**

Through this program, local resources are drawn together to meet the social, educational, and recreational needs and interests of people of all ages. Your public school plays a central role in the effort. You can learn about many of the offerings throughout the year through flyers distributed at school or by informational articles in the *Review Messenger* listed in the "Community Education" column. Our Community Education information can also be viewed through our school's website and the Community Education link. Keep updated on our website's event calendar and the Community Education Facebook page as well.

## **III. ATTENDANCE POLICIES**

### **COMPULSORY ATTENDANCE**

Children between seven (7) and seventeen (17) years of age shall attend a public or private school each year during the entire time the public schools of the district in which the child resides are in session. (Chapter 132, School Law of 1957). The only excused absences are an illness of the pupil or serious illness, death, or emergency in the immediate family.

Children, who reach the age of five years on or before September 1, may enroll in kindergarten. If there are questions (maturity, birth date, etc.), please contact the school.

### **ABSENCES**

After a child has been absent from school he/she MUST bring a note from home explaining the absence. This is of vital importance to the office for our attendance record keeping required by the State. It is also very important that you call the school if your child will be absent. The school will call you if your child is marked absent.

All other absences will be deemed unexcused unless pre-approved by the Principal.

Those students who accumulate an excessive amount of excused absences will design a plan with the Dean of Students or Principal to complete the work missed in order to retain credit and may be referred to the school's attendance program.

Students who do have an extensive list of excessive excused absences may be referred to the School Attendance Program (see below). When a student reaches eight (8) absences per semester, a doctor's note or proof of appointment will be required. If no note is provided, the absences will be marked as unexcused, unless approved by administration.

## TARDINESS

When a student is late for school, he/she must stop in the office for a tardy slip. However, if students are late due to a delay in a bus route, they are not considered tardy. When returning from a doctor or dentist appointment, a tardy slip is necessary.

## SCHOOL ATTENDANCE PROGRAM

### 1. PROCESS:

A. The high school office and Dean of Students review attendance on a daily basis. If a child is absent and the high school office has not been notified prior, the high school office will follow up with a telephone call to the parent/guardian at home or work notifying them of their child's absence from school. They will also be reminded of the importance of their child being in school on a daily basis.

B. Three (3) unexcused *periods* for high school and junior high school, and three *days* for elementary. When a child has three unexcused absences, the child is considered a continuing truant, which is not in violation of the law but warrants the school to begin an intervention process.

1. The Dean of Students or Principal will send a letter and a Wadena County School Attendance Mediation Program brochure (if the student resides in Wadena County) home to the parents/guardians.(required under MS 260A.03) A copy of the letter will also be sent to the residential county human services. This notice must contain the following information.

- that the child is truant;
  - that a parent or guardian should notify the school if there is a valid excuse for the child's absences;
  - that a parent or guardian is obligated to compel the child to attend school or face criminal prosecution under the compulsory school attendance law (MS 120A.34);
  - that alternative programs and services may be available in the school district and that the parent or guardian has the right to meet with school officials to discuss possible solutions to the child's truancy;
  - that the parent and child may be subject to court proceedings if attendance does not improve and that the child may face the loss of his or her driving privileges if the truancy continues (MS 260C.201);
- and

C. Five (5) unexcused *periods* for high school and junior high school, and *days* for elementary. When a child has five or more unexcused absences, they are considered continual truants and are in violation of MS 260A.03. High school students may also be denied credit for any course with four unexcused absences.

1. A letter will be sent home from the school and county indicating that the student is now heading towards being truant.
2. A mediation meeting will be scheduled with the county attorney, family, school, CCY and human services to discuss why absences are continuing and work to resolve those barriers

D. Seven (7) unexcused absences (full day or at least one class period on 7 different days) for high school and junior high and seven (7) days for elementary students. When a child exceeds 7 or more unexcused absences, they are considered habitual truants and are in violation of MS 260C.007, Subd. 19. A report will be made to the county human services and a Child Protective Service report will become involved. At this time a CHIPS petition may be filed and the student may have to appear in court.

### 2. CASE MONITORING:

A. Reviews will be scheduled at the time of the contract meeting to include, county social worker, school officials, parents, and child. Reviews are scheduled every two weeks until the child's attendance improves. The length between reviews is subject to change depending on the child's progress.

B. Responsibility of the Dean of Students or Principal

- Check and review daily attendance of child;
- Meet with the child at school frequently (daily if possible) to begin with and decrease contact as the child's attendance and other related behavior improves;
- Meet with the child's teachers and explain that the child is involved in SAP. Inquire as to any special needs or classes that need attention;
- Accompany the child to class, as needed;
- Contact the child's parents at both home and/or work to inquire as to absences of the child;
- Document, in detail, all personal, telephone and collateral contacts made regarding the case;

C. Child is discharged from SAP when the case is deemed successful or when the, school official, or court has terminated the child's involvement in the program.

**3. FAILURE TO PARTICIPATE IN SCHOOL ATTENDANCE PROGRAM:**

If there is no improvement in attendance and other related behaviors, a truancy petition will be filed. This decision will be made jointly by school officials. A designated school official will send the following to the Wadena County Attorney's office:

1. Truancy request form;
2. Copy of the notice sent to parents (MS 260A.03) and the date it was sent;
3. All documentation of efforts made to intervene:
  - copy of all notices/letters to parents
  - list of detentions/suspensions and indicate why they were given
  - copy of child's attendance record

**4. APPROPRIATE ACTION AND CONSEQUENCES:**

The Wadena County Attorney's office may choose one or more of the following actions:

1. File Educational Neglect charges against the parent if it is determined that they are responsible for the child's absenteeism.
2. Refer back to school for additional efforts and documentation.
3. File a petition against the child for truancy.

**5. PROBATION:**

MS 260C.201, Subd.1 (b) states: If a child was adjudicated in need of protection or services because the child is a runaway or habitual truant, the court may order any of the following dispositions in addition to or as alternatives to the dispositions authorized under paragraph (a):

1. Counsel the child or the child's parents, guardian, or custodian;
2. Place the child under the supervision of a probation officer or other suitable person in the child's own home under conditions prescribed by the court, including reasonable rules for the child's conduct and the conduct of the parents, guardian, or custodian, designed for the physical, mental, and moral well-being and behavior of the child
3. Subject to the court's supervision, transfer legal custody of the child to one of the following:
  - a. A reputable person of good moral character. No person may receive custody of two or more unrelated children unless licensed to operate a residential program under sections 245A.01 to 245A.16; or
  - b. A county probation officer for placement in a group foster home established under the direction of the juvenile court and licensed pursuant to MS 241.021;
4. Require the child to pay a fine of up to \$100. The court shall order payment of the fine in a manner that will not impose undue financial hardship upon the child;
5. Require the child to participate in a community service project;
6. Order the child to undergo a chemical dependency evaluation and if warranted by the evaluation, order participation by the child in a drug awareness program or an inpatient or outpatient chemical dependency treatment program;
7. If the court believes that it is in the best interests of the child and of public safety that the

child's driver's license or instruction permit be canceled, the court may order the commissioner of public safety to cancel the child's license or permit for any period up to the child's 18th birthday. If the child does not have a driver's license or permit, the court may order a denial of driving privileges for any period up to the child's 18th birthday. The court shall forward an order issued under this clause to the commissioner, who shall cancel the license or permit or deny driving privileges without a hearing for the period specified by the court. At any time before the expiration of the period of cancellation or denial, the court may, for good cause, order the commissioner of public safety to allow the child to apply for a license or permit, and the commissioner shall so authorize;

8. Order that the child's parents or legal guardian deliver the child to school at the beginning of each school day for a period of time specified by the court; or
9. Require the child to perform any other activities or participate in any other treatment programs deemed appropriate by the court.

**\*\*PLEASE NOTE\*\*** According to MS 260C.201, Subd. 1(c): If a child who is 14 years of age or older is adjudicated in need of protection or services because the child is a habitual truant and truancy procedures involving the child were previously dealt with by a school attendance review board or county attorney mediation program under section 260A.06 or 260A.07, the court shall order a cancellation or denial of driving privileges under paragraph (b), clause (7), for any period up to the child's 18th birthday.

For more specific student attendance guidelines refer to Sebek School Policy 503 as adopted by the Sebek School Board of Education on 6-13-06 as part of their school policy manual.

#### **IV. STUDENT BEHAVIOR AND DISCIPLINE POLICIES**

##### **STUDENT DISCIPLINE PHILOSOPHY**

Realizing the important function shared by the school and home to develop self-disciplined and confident young adults, the Sebek Elementary staff has developed a building philosophy that emphasizes student discipline through a positive approach. Parents and educators share the opinion that children's behaviors should not be directed by fear of punishment, but through the understanding that they and others are happier when everyone works together.

The Sebek staff understands that children need guidelines both to ensure a positive learning climate and student safety. Rules are posted in each classroom and found in this handbook in several places for special areas or situations. Please help your child to understand and follow these guidelines. No employee or agent of the school district shall cause corporal punishment by inflicting upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in the corporal punishment policy #507, in the district's policy manual, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

##### **WEAPONS POLICY**

All weapons and weapon replicas (toy guns, knives, etc.) should be kept at home. Should a student realize that such a toy or even a farm tool such as a pocket knife was accidentally brought to school, the student should immediately report to administration with the item and ask for "safe harbor" stating that reasoning why the item was inadvertently brought to school. Any student bringing a firearm to school will be automatically suspended for one calendar year per state law. Alternative placement for the student will be made.

In 1996, legislation was passed mandating one calendar year expulsion for any student bringing a firearm to school. Other weapons may draw a similar penalty. Civil action may also apply.

##### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

## **II. GENERAL STATEMENT OF POLICY**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

## **III. DEFINITIONS:**

### **Weapon:**

1. A “weapon” means an object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No student shall use articles designed for other purposes (e.g. belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

### **School Location:**

“School Location” includes a school building, school grounds, school activities or trips, bus stops or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

### **Possession:**

“Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the Principal’s office shall not be considered to possess a weapon.

## **IV. CONSEQUENCES FOR WEAPON POSSESSIONS/DISTRIBUTION**

The School District and the school take a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of the police;
4. parent or guardian notification; and
5. recommendation to the Superintendent of dismissal for not to exceed one year.

## **V. POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS**

While the School District and the school take a firm “Zero Tolerance” position on the possession, use, and distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used or stored, shall not be considered in violation of the rule against possession, use, and distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

## **VI. ADMINISTRATIVE DISCRETION**

While the School District and the school take a firm “Zero Tolerance” position on the possession, use and distribution of weapons by students, the Superintendent, may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### **II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employees of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy.

The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employees of the school district who is found to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student's educational opportunities or performance porability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic devices. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.



F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employees shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses observe receives a report of or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personal data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personal data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by the inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

#### **VIII. NOTICE**

A. The school district will give annual notice of this policy to students, parents or guardians, and staff and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

### **HARASSMENT AND VIOLENCE POLICY**

#### **I. GENERAL STATEMENT OF POLICY**

It is the policy of Independent School District No. 820 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy (for purposes of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

## II. RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- unwelcome behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- unwelcome behavior or words directed at an individual because of gender

B. Racial Harassment Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing or attempting to coerce or force sexual intercourse of a sexual act on another; or

- threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence Definition: Racial violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to race.

F. Religious Violence Definition: Religious violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to religion.

G. Assault Definition: Assault is an act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

### III. REPORTING PROCEDURES

Any person who believes he/she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Right Officer or to the Superintendent.

- In each school building, the building Principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building Principal immediately. Upon receipt of a report, the Principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The Principal may request, but may not insist upon, a written complaint. The Principal will forward a written statement of the facts alleged as soon as practicable to the Human Rights Officer. If the report was given verbally, the Principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the Principal. If the complaint involves the building Principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.
- In the District: The School Board hereby designates the Superintendent as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Principal. The School District shall conspicuously report the name of the Human Rights Officer(s), including mailing addresses and telephone numbers.
- Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- Use of formal reporting forms is not mandatory.
- The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

### IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the

complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Right Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a report, the School District will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.
- B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

#### **VI. REPRISAL**

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues or recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### **VIII. HARASSMENT OR VIOLENCE AS ABUSE**

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

#### **IX. DISSEMINATION OF POLICY AND TRAINING**

This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

This policy shall appear in the student handbook.

The School District will develop a method of discussing this policy with students and employees.

This policy shall be reviewed at least annually for compliance with state and federal law.

## STUDENT BEHAVIORS

If students make poor choices by treating others poorly or showing disrespect, a consequence may be determined by the classroom teacher, the Dean of Students, or the school administration. Teachers and school staff have the right to assign detention or an alternative consequence for poor choices or hurtful behaviors. Parents and caregivers will be notified in advance of consequences as determined by the school staff or administration.

## BUS SAFETY

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus or bus stop misconduct will be imposed by the Principal or the Principal. All school bus/bus stop misconduct will be reported to the Principal. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

The bus routes shall be set by the Board of Education. Any request for routing or suggested changes must be reported to school officials who, after consultation with the Superintendent and the Board of Education, determine the advisability of such changes.

The bus driver has the same disciplinary authority as a teacher.

**School Bus and Bus Stop Rules:** The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Principal's office.

### Rules at the Bus Stop:

1. Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.

## BEHAVIOR PLAN FOR BUS RIDERSHIP

1. The regular discipline and referral system will be used for infractions on the bus.
2. All infractions must be reported to the driver who will determine if a referral should be written.
3. If a major infraction occurs on the bus, a student may be suspended from riding the bus. The amount of suspension will be determined by the administration.
4. In addition to the consequences of the Discipline Policy, the following action will be taken:

- |                      |   |
|----------------------|---|
| <b>1st offense -</b> | A warning is given and the student is moved to an assigned seat until further notice.                     |
| <b>2nd offense-</b>  | Written notice to Dean of Students or Principal with possible after school detention and phone call home. |
| <b>3rd offense -</b> | A 1-3-day suspension from the bus.  |
| <b>4th offense -</b> | A 5-day suspension from the bus and a meeting with the principal, driver, and parent before reinstated.   |
| <b>5th offense -</b> | A 10-day suspension minimum. Parent meeting again required for reinstatement.                             |
- Further offenses** are considered on an individual basis. Students may be suspended for longer periods, up to the remainder of the year. Sixty days with no referrals results in students being cleared.



**EXPECTATIONS AND CONSEQUENCES FOR THE LUNCHROOM AND PLAYGROUND**

<b>LUNCHROOM EXPECTATIONS</b>	<b>LUNCHROOM CONSEQUENCES</b>
<ol style="list-style-type: none"> <li>1. Walk into the lunchroom quietly.</li> <li>2. Relax, eat, and enjoy your food.</li> <li>3. Keep your hands and feet to yourself.</li> <li>4. Stay in one place to eat.</li> <li>5. Permission must be given in order to leave your seat.</li> <li>6. Talk quietly and nicely to your neighbor.</li> <li>7. Respect all school property.</li> <li>8. Walk out of the lunchroom quietly.</li> <li>9. Good manners will be practiced!</li> </ol>	<ol style="list-style-type: none"> <li>1. Be moved to another table.</li> <li>2. Be last to go through the lunch line.</li> <li>3. Have to eat lunch in the classroom.</li> <li>4. After-school or lunch detention.</li> <li>5. As determined by the lunchroom supervisor and/or classroom teacher.</li> </ol> <p>(Consequences are determined by the severity of the incident, the grade level of the student involved, and the amount of recurrence. Consequences other than those listed may also be applied).</p>

<b>PLAYGROUND EXPECTATIONS</b>	<b>PLAYGROUND CONSEQUENCES</b>
<ol style="list-style-type: none"> <li>1. Enjoy your free time with your friends.</li> <li>2. When the signal is given by recess supervisors, respond quickly!</li> <li>3. Show good sportsmanship!</li> <li>4. Think of safety while playing.</li> <li>5. Use equipment properly.</li> <li>6. Keep hands, feet, and objects to yourself.</li> <li>7. Line up quickly.</li> <li>8. Walk into the building quietly.</li> <li>9. Dress appropriately for the season.</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay on the sidewalk at recess or in the classroom.</li> <li>2. Detention after school or at lunch..</li> <li>3. Contact with the Principal</li> </ol> <p>(Consequences are determined by the severity of the incident, the grade level of the student involved, and the amount of recurrence. Consequences other than those listed may also be applied).</p>

**ACCEPTABLE USE POLICY (AUP) – INTERNET**

**Introduction**

The Internet links thousands of computer networks around the world, giving Sebeka students access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

The Sebeka School District provides access to the Internet to improve access to educational resources. The Sebeka School does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a PreK-12 setting. Sebeka School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment.

Sebeka School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts. The Sebeka School District will not be liable for any purchases or bills incurred while using the Internet.

**SEBEKA PUBLIC SCHOOL DISTRICT ACCEPTABLE USE POLICY**  
**APPROPRIATE USE OF THE DATA NETWORK**

**Policy Description & Overview**

**A. Internet Privilege**

1. Sebek Public School provides employees and students with access to the District's electronic communication system or Network, which includes Internet access.
2. The Internet has a limited educational purpose. The use of the Internet is a privilege, not a right. Depending on the nature and degree of a violation and the number of previous violations, unacceptable use of the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payment for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion or termination of employment; and/or civil or criminal liability under other local, state and federal law. The purpose of the Internet is to assist in preparing students for continued education and work in the 21<sup>st</sup> century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the internet will be used to increase intra-district communication, enhance productivity, and encourage District employees to enhance their skills through greater exchange of information with their peers. The internet will also assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.
3. Users may not use the Internet for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or services through the Internet.
4. The term "educational purpose" includes the use of the Internet for classroom activities, professional or career development, and limited high-quality self-improvement activities.

**B. District Responsibilities**

1. The District Technology Coordinator & Superintendent will serve as the contacts to oversee the Internet and will work with The Department of Children, Families & Learning as necessary, providing the district with current opportunities in technology.
2. The Building Principal will serve as the building-level contact for the Internet and manage the interpretation and enforcement of the Acceptable Use Policy within the building. The Technology Coordinator will notify teachers and staff of training opportunities so they may receive instruction in the use of the Internet, the requirements of this policy and assist in establishing a system of supervision of students using the Internet.
3. The District Technology Coordinator will establish a process for setting-up class/organization accounts, establish a retention schedule and establish a District virus protection process.

**C. Technical Services Provided through the Network**

1. **World Wide Web** -The Web provides access to a wide range of information in the form of text,graphics, photographs, video, and sound, from around the globe. The Web is a valuable research tool for students and employees.
2. **Internet Filter** - The District will acquire software designed to block access to certain sites. The district will also install and maintain software applications to monitor the use of the network and the access of employees, students, and guests to the world wide web.

**D. Access to the Network**

1. The District's Acceptable Use Policy as part of the District Policy Manual shall govern all use of the District data network. The student handbook and District Policy Manual will also govern student use of the Internet. Employee use of the Network shall be governed by any Collective Bargaining Agreements and the District Policy Manual.
  - A. **World Wide Web** - All District employees will have Internet access. Students will have access to the Web through the District's networked computers. Parents may specifically request that their child or children not be provided such access by notifying the District in writing.

- B. **Student Internet Access** - Students may have access to Internet World Wide Web information resources through their classroom, library, or school computer lab when assisted by a classroom teacher upon the return of a consent form completed by their parent or guardian.

### **E. District Limitation of Liability**

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Internet will be error-free or without defect. Access and utilization of the Internet will be at the user's own risk and this system is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the Internet. The School District will not be responsible for financial obligations or other liabilities arising from the unauthorized use of the Internet.

By utilizing the internet, the user agrees that if the internet is used in an unauthorized manner, including incurring unauthorized financial obligations, the user shall release and indemnify the school district from all such obligations.

### **F. Personal Responsibility**

When you are using the Internet, it may seem as though you are anonymous and may easily break a rule and not be held accountable. This is not true. Whenever you do something on a network you leave "electronic footprints" illustrating where you have been, when you were there and what you have done. The School District has installed a monitoring utility on each PC in the district. This application maintains a detailed log of the locations the user has accessed on the internet. These log files record the URL, date and time accessed.

The fact that you can do something, or think you can do something without being held accountable does not make it right to break the rules. There is always one person who will know you have done wrong—that person is you. Your use of the Internet is a mirror directly reflecting you and the rest of the world the quality of person you are.

### **G. Due Process**

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the Internet.
2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, disciplinary actions will be administered in accordance with the Student Acceptable Use Policy and the disciplinary code set forth in the Student Policy Handbook.
3. Disciplinary actions shall be appropriate for the specific concerns related to the violation, assisting the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the District Policy Manual, the violation will be handled in accord with the applicable provision of the stated policy.
4. Employee violations of the District Acceptable Use Policy will be handled in accordance with the District Policy Manual and any applicable Collective Bargaining Agreements.
5. A student's right to free speech, as set forth in the District Policy Manual applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your right to opinions unless they infringe on the rights of others.

### **H. Search and Seizure**

1. System users have limited privacy in the contents of their personal files on the District network. By authorizing the use of the network, the school district does not relinquish control over materials on the system or contained in files on the system.
2. Routine maintenance and monitoring of network may lead to the discovery that the user has or is violating the District Acceptable Use Policy, the District Policy Manual, or the law.
3. An individual investigation or search will be conducted if there is reasonable suspicion indicating probable cause that a user has violated the law or the District Policy Manual. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

4. Data, materials or files stored and maintained on the network by District employees, guest users and students may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act. A parent or guardian has the right, at any time, to request to see the contents of their student's e-mail files.
5. The School District will fully cooperate with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the network.

**I. Copyright and Plagiarism**

1. Policies on plagiarism will govern the use of material accessed through the internet.
2. Teachers will instruct students in appropriate research and citation practices.

**J. Academic Freedom, Selection of Material, Rights to Free Speech**

1. District policies on copyright will govern the use of material accessed through the internet. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.
2. District policies on Academic Freedom and Free Speech will govern the use of the Internet.
3. When using the Internet for class activities, teachers will select age-appropriate material that is relevant to the course objectives. Teachers will preview the materials and sites they require students to access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to discern the accuracy and truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
4. A student's right to free speech, as set forth in the District Policy Manual also applies to communication on the Internet. The network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your right to opinions unless they infringe on the rights of others.

**K. District Website**

The web sites hosted on the School District WWW and E-Mail server are a limited public forum. Students and staff involved in the development and maintenance of this website, related pages and links are prohibited from publishing matters or materials that are obscene, libelous, slanderous, that promote or advertise products or services which are not permitted for minors, which encourage students to commit illegal acts or which disrupt the orderly operation of the school or school activities, or which express or advocate sexual, racial or religious harassment, violence or prejudice.

**DISTRICT ACCEPTABLE USE POLICY**

**1. Personal Safety for Users**

- a. Users shall not post private information about another person or personal contact information about themselves or other persons. Infringement on another person's right to privacy includes, but is not limited to: an unreasonable intrusion on a person's physical solitude or seclusion; a private fact about an individual; portraying an individual in a false light before the public; or appropriating a person's likeness. Personal contact information includes, but is not limited to, addresses, telephone numbers, work addresses, identification numbers, account numbers, access codes or passwords.
- b. Users shall not re-post a message that was sent to the user privately without the permission of the person who originated the message.
- c. Users will promptly disclose to the Technology Coordinator, school counselor, Dean of Students or principal any message they receive that is inappropriate or makes them feel uncomfortable.

## **2. Prohibited and Potentially Illegal Activities**

- a. Users will not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files, even if only for the purposes of "browsing".
- b. Users will not make deliberate attempts to disrupt their computer or the network system performance by changing or destroying data or knowingly propagating computer viruses.
- c. Users will not use the network to engage in any other illegal act, including but not limited to such activities as arranging for the sale of drugs or the purchase of alcohol and tobacco, engaging in criminal gang activity, threatening the safety or well-being of another person, the school property and activities held within the district.

## **3. System Security**

- a. Users will immediately notify the Technology Coordinator if they have identified a possible security problem. Users WILL NOT hunt for, or browse the network for security problems. These actions are prohibited.
- b. Users will not download software applications, new desktop wallpaper, unauthorized audio or video clips or any inappropriate materials that may compromise the reliability or normal function of their machine or the network. Students will not, for any reason, turn off the power or interrupt the power service to any machine in the District. These actions are considered vandalism & graffiti and are subject to discipline as outlined in the District Policy Manual, the student discipline code and any Collective Bargaining Agreements. Such conduct may result in the immediate revocation of user privileges.
- c. Users will not use the network to vandalize, damage or disable the property of another person or organization, make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware, wiring and infrastructure or take action to violate the School District's system security, and will not use the network in such a way as to disrupt the use of the system by others.

## **4. Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory, abusive, intimidating, sexually explicit, degrading disrespectful language.
- c. Users will not post information that could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Harassment issues will be handled in accordance with the District Policy Manual and all local, state and federal laws.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

## **5. Respecting Resource Limits**

- a. Users will utilize the network only for educational and professional or career development activities. Users will not use the internet to access, review, upload, download, store, print, post or distribute materials that use language or images that are inappropriate in an educational context or that are not central to the educational process and will not post information or materials that could cause damage or danger of disruption to the network system.
- b. Users will not download large files unless absolutely necessary. When necessity dictates, users shall contact the Technology Coordinator or Course Instructor who will download the file at a time when the network is not being heavily used and immediately remove the file from a network computer to their personal computer.
- c. Do not print directly from the Web. Please "cut & paste" relevant research and excerpts to a word processor before printing.

## **6. Plagiarism and Copyright Infringement**

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- c. Student copyright infringement and plagiarism will be handled in accord with the student handbook policies and disciplinary consequences.

## **7. Inappropriate Access to Material**

- a. Users will not use the internet to access material that is profane, obscene (pornography) or sexually explicit material, material that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Reviewing, uploading, storing, printing, posting or distributing such materials on or through the network is strictly prohibited. If any user inadvertently accesses inappropriate materials they should make the Technology Coordinator aware of the instance. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy and allow for system monitoring and the expedient removal of the inappropriate material. A special exception may be made for hate literature if the purpose of a student's access is to conduct constructive research and both the teacher and parent have approved.
- b. Users will not use the network for the conduct of business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods and/or services or for product advertisement.
- c. Users will not use the internet to purchase goods or service for personal use without authorization from the District Superintendent.

### **User Guidelines**

Any action by a student that is determined by their classroom teacher, school staff, or a system administrator to constitute an inappropriate use of the Internet at Sebeka School or to improperly restrict or inhibit others from using and/or enjoying the Internet is a violation of the AUP.

Violating the Acceptable Use Policy may result in:

- Restricted network access
- Loss of network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the System Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in the process.

## **SOCIAL NETWORKING SITES**

As a student at Sebeka School, you are expected to follow the student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered "Social Networking" platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important for the Sebeka students to be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any online social network sites and/or digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As a Sebeka student, you must be aware of your Student Handbook regulations and expectations of our said

extracurricular programs. Ignorance of these regulations does not excuse students from adhering to them.

**Guidelines for Students:**

These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a student at Sebeka student you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such a full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes the property of the website and public record.
2. Be aware that community members, family, and potential current and future employers and college admissions offices often access the information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
4. Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
5. Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
6. Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc... is liable for your actions as a minor as well.

**Things students should avoid:**

1. Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches; student-athletes, administrators or representatives of other schools.
2. Demeaning statements about or threats to any third party- (Including support of demeaning statements and threats.) Don't respond to these.
3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
6. Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

Students, Parents, and Guardians let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, and/or Principal.

## **SOCIAL MEDIA - GENERAL VIOLATIONS**

### **Steps to be taken for general violations:**

**1st Offense:** Student warned and/or removed from the computer. Parent/Guardian notified by instructional staff.

**2nd Offense:** Student warned and/or removed from the computer. Instructional staff notifies parents and administration. The student is suspended from network use for a period of time at the discretion of the Administrator. The administrator works with the Tech Director to suspend student access to the account. Parents notified by the administration. Consequences may include probation of computer use for a specified time frame.

**3rd Offense:** Referral to Principal for appropriate action.

## **SOCIAL MEDIA - SERIOUS VIOLATIONS**

**Consequences for serious violations** - Serious violations are reported directly to an Administrator by teacher or staff through the referral process.

Appropriate action may include:

- Parent contact
- Network privileges revoked immediately
- Detention
- In School Suspension
- Suspension with a possible recommendation for expulsion and network privileges revoked
- Criminal charges pending investigation by the school administration

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

## **PARTICIPATION IN JUNIOR HIGH SPORTS**

Many times our 6th graders will be brought up to play with our Junior High teams. These 6th graders will be subjected to the same Minnesota State High School League rules as their 7th grade teammates.

### **I. Eligibility Policy:**

#### **A. School Attendance**

All participants must be in attendance a ½ day of school to be eligible to participate or practice in activity during that day. Students are expected to be in school all day the day after an event or contest. Any exceptions will be by coach's authority with the Activities Director or Principal's approval. Unexcused tardies during the first period and the periods following noon hour are considered as not being in attendance all day.

The following exceptions to this rule:

1. Prior approval from the Principal, Dean of Students or Activities Director; or
2. Emergency absences

The Principal, Dean of Students or Activities Director will determine whether or not the athlete is excused. If an athlete has missed part or all of the school day and still participates in practice or an event, and later it is found that the athlete participated, that athlete will:

1. If the student participated in practice, they will miss the next practice or event, whichever comes first.
2. If they participated in an event, they will miss the next event.

#### **B. Academic Eligibility:**

1. Students must be making satisfactory progress toward graduation.
2. If a student receives a failing grade on a quarter class, he/she is ineligible to participate for two school weeks commencing with the day report cards are issued and they must be passing in the course to become eligible following the 2 weeks. If a student receives a failing grade in a quarter class he/she is ineligible to participate for 2 school weeks. The teacher will identify failures within 2 school days of the end of the quarter.



3. If a student receives an incomplete on their report card, he/she is ineligible to participate until the incomplete becomes a passing grade.

**C. Restricted/Ineligibility List - GRADE CHECKS:**

The restricted list will fall into two categories:

1. Students failing classes – Students failing classes will not be able to participate in activities while on the failing list. This will be assessed at midterm and again between the 6th & 7th weeks of the quarter. Ineligibility will go into effect the day that the list is shared with the Activities Director, Dean of Students, administration, and staff. Students will be ineligible to participate until a passing grade is attained and verified during the course of a grading period; however, any student who has a failing grade at the end of the quarter will be ineligible for a period of two weeks.
2. Students behind in their work – Students behind in their work are notified as a reminder they need to get work in on time or their grade will result in a failing grade. Students behind in their work will be able to participate in activities. Students behind in their work will be assigned to after-school support, and in some cases, may miss their extracurricular activity practice.

**D. Citizenship Eligibility:**

1. Students with delinquent detention will not be allowed to play or practice.
2. Students will be considered delinquent in detention if they do not serve detention on the assigned date unless satisfactory arrangements have been made between parents and Principal.
3. Non-competitive presentations, display or events are not covered by this policy. Examples: Concerts, Art Shows, All-School Plays, FFA Banquet, intrasquad games.
4. Coach/Advisor policies will govern.

**E. Drug and Alcohol Violations**

Follow the MSHSL penalties for Category I, II, and III activities. Athletes must report to practice every day or drop the sport during the period of ineligibility.

**2022-2023 ADMISSION FEES**

Adult single event price	\$5.00
Non-Sebeka K-12 student single event price	\$3.00
Season Ticket – All events for any sport	
• Adult season ticket	\$50.00
• Family Pass	\$100.00
- 2 Cards	Free
- Each additional Card	\$2.00

Senior Citizen (60 years old) passes are available free at the school. Students are defined as currently attending school in grades K-12. College students will be charged student prices when they present their current college ID.

All students and staff get into our HOME events for free. Students 4th grade and younger are required to be accompanied by an adult. This is a one-time admission. If students leave the school campus during an event, the student is not allowed to return without paying the regular admission fee.

**SPORTSMANSHIP**

We have a fine reputation for sportsmanship at Sebeka. We have received many nice letters from neighboring schools and from referees complimenting us on the conduct of our student body at home and out of town. This is a wonderful reputation to have in our area and in our state. This is to be respected by spectators as well as participants. Let us carry on with this tradition in good sportsmanship and always conduct ourselves as ladies and gentlemen.

### **RULES TO BE OBSERVED AT ALL ATHLETIC EVENTS**

- Students are not to be walking around while the contest is in progress.
- Do not go out on the gym floor.
- Running in the halls, stomping on the bleachers, or horseplay will not be allowed. Students in violation of rules will be asked to leave.
- All students are expected to be good sports fans, win or lose. Help cheer for the Trojans!
- When we are the visiting team, all students should behave their best. You are representatives of Sebek High School.

### **STUDENT CODE OF RESPONSIBILITIES**

Participation in interscholastic and all school activities is a privilege, which is accompanied by responsibility. As a student participant in League and school-sponsored activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

### **MSHSL ATHLETIC POLICIES**

#### **I. SEXUAL HARASSMENT AND SEXUAL VIOLENCE:**

**RULE:** Also, the Minnesota High School League (MSHSL) believes that all individuals should be treated with respect and dignity. Students should be able to participate in League-sponsored activities in an environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for a student to harass a person through conduct or communication that is determined to be sexual harassment or sexual violence as defined by this policy.

#### **MSHSL VIOLATIONS BY SEBEKA ATHLETES (per School Board Policy 6/13/06)**

Any student/athlete who violates the MSHSL substance policy/agreement during an athletic season (the season is defined by the 1<sup>st</sup> day of practice until the elimination of that individual and/or team in the playoffs) will follow the following Sebek School adopted policy:

#### **Academic:**

1. Attendance is mandatory all day for a student to attend practice and/or to participate in a game or activity.
2. The participant must be in attendance all day on Friday to participate in an activity on Saturday.
3. Unexcused tardies/absences during the first period and periods following noon hours are considered as not being in attendance all day.
4. Excused absences are at the discretion of the Principal.

#### **Character Violation**

Character violations occur when a student is not in good standing by MSHSL standards. Definition: The term “Good Standing” shall mean that the student is eligible under all of the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

#### **Student Code of Responsibilities**

Participation in interscholastic activities is a privilege that is accompanied by responsibility. As a student participating in League-sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.

- D. I will respect and obey the rules of my school and the laws of my community, state and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

**Penalty** A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school superintendent, principal, dean of students or activities director acting under the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. The superintendent, principal, dean of students or activities director has the authority to determine the length of the penalty based on the actions causing the student to not be in good standing.

**Chemical:**

**First Violation**

4 weeks or 4 events – whichever is greater including the following requirements:

- a. Complete alcohol/drug counseling with the school counselor
- b. Complete report on drug use
- c. Public apology to team and coach

**Second Violation**

8 weeks or 8 games – whichever is greater including the following requirements:

- a. Complete alcohol/drug counseling with a counselor
- b. Complete report on drug use
- c. Public apology to team and coach

**Third Violation**

12 weeks or 12 events whichever is greater including the following requirements:

- a. Complete alcohol/drug counseling with a counselor
- b. Complete report on drug use
- c. Public apology to team and coach

**Please see our High School Handbook for more information on Category type events and the length of penalty pertained to that category level.**

**For all other student-related policies as adopted by the Sebek School Board of Education refer to the Sebek Public School Policy Manual found in the Sebek School District Office.**

**Handbook Appendix**

1. [School Handbook and Acceptable Use Policy](#)
2. [Sebek Agreement](#)
3. [Photo/Video Permission Form and Permission to Leave School Grounds](#)
4. [Parent Right to Know](#)
5. [Discipline Policy](#)
6. [School Supplies](#) (also attached)
7. [Parent/Guardian Guide and Refusal for Student Participation in statewide Testing](#)